

CHAPTER IV  
DATA COLLECTION

1. Introduction. This chapter contains the definitions of data elements and the data entry coding instructions. The data elements are the information required from each claimant/claim sampled. The information must be obtained through the QC investigation or, if available, from existing records. Where necessary, definitions of the data elements are provided, and the the sources are identified. The coding instructions identify the data format to use for entry into the computer system.

2. Overview

a. Computer Record. The data from QC investigations are collected and arrayed in a computer record consisting of nine (9) parts. The record contains the data elements which relate to the QC methodology and are stored on the State's QC computer. This record is divided into the following parts:

- Part A - Control Information
- Part B - Claimant Information
- Part C - Benefit Year Information
- Part D - Separation Information
- Part E - Monetary Eligibility Information
- Part F - Benefit Payment History Information
- Part G - Registration/Work Search Information
- Part H - Error Classification/Completion  
Information
- Part I - Dependents Allowance Information

All SESAs will complete Parts A - H for each case selected for investigation. In addition, SESAs with a dependents' allowance provision in their law must complete the four items of Part I. Data specifically identified and defined by each SESA for its own internal analytic purposes can be gathered and stored in a separate file within the computer system.

b. Data Entry Instructions. A program designed specifically for data entry is provided all States and is intended to make data recording relatively simple. A list (menu) of tasks (functions) available is shown on the terminal screen. The operator, by moving the cursor, selects the Data Entry Function. When the selection is executed, the operator will be prompted for case characteristics, such as social security number, when this has been completed, the operator will be taken to the appropriate case record. The operator moves to the appropriate part and begins to enter the data for each element in that part.

c. Features of the Data Entry Program

(1) As many data elements as possible are electronically transferred (downloaded) from the SESA's computerized UI files to the QC record at the time that the sample cases are selected. Thus, many of the data elements will be completed prior to any QC action. The remaining data elements in Parts A-G will have blank fields awaiting data entry as a result of the QC investigation. All data fields in Part H (Error Classification/Completion Information) will be preset to zeros since all fields in this Part are not used for every case that is completed. By setting all fields to zero, the need to enter zeros is eliminated for those data elements that are not required for a particular case.

(2) If the operator is unsure about the proper coding or definition of an element, a "?" key on the terminal is available. When "?" is requested by the operator, information will appear on the screen, listing the element, its definition, and possible codes (as described in this chapter), along with any explanations of error (editing) messages that apply to the element.

(3) It is possible to by-pass one part of the record when entry in nonsequential parts is desired.

(4) Immediate internal editing, which refuses to accept "impossible" entries and prints an appropriate error message, is provided. Examples are: a letter entry in an element that requires a number, a number that is not a proper code, a date or number that cannot be larger (or smaller) than a previously given entry, or a case "completion" entry when elements remain uncoded.

(5) All dates are entered in a fixed format, namely Year-Month-Day (YYMMDD). For instance, the date April 14, 1985, is entered as 850414.

ET HANDBOOK NO. 395 - DRAFT (5/8/85)

(6) All data is numeric and must be right-justified and zero-filled from the left. For example, if six positions have been allocated to a data element, but the QC investigation finds it to have a value of 450 (requiring only three positions), the element should be entered as 000450.

EXCEPTION: The following three (3) elements that may require multiple entries will not be bound by this rule:

Part B- # 16 -- Public Assistance  
Part C- # 5 --- Benefit Rights Given  
Part H- # 3 --- Error Responsibility

(7) Special character keys are designed to simplify entry. Many data elements provide for data results of "Not Available" or "Don't Know". Other elements require "Yes" or "No" responses. To make entry easier the following special characters (all lower case) have been designated for uniform coding:

y = YES  
n = NO  
x = NOT APPLICABLE  
m = MISSING (DON'T KNOW/NOT AVAILABLE)  
z = ENTIRE FIELD IS ZEROS  
o = OTHER  
s = "AFTER" SAME AS "BEFORE" INVESTIGATION

(8) Multiple/Special Responses are designed for certain data elements. For example, entering a "y" in the completion status fields will automatically cause the current date to be entered into the data record.

(9) All dollar fields will be rounded to the nearest whole dollar unless specifically noted otherwise.

d. Responsibility for Data Entry. The SESA determines who will enter the QC data (e.g., clerk, investigator, other). The system is designed for data entry directly from the QC file source documents, however SESAs may find it easier to develop some method to organize the data prior to starting the entry function.

e. Other Required QC Data. The following section of this chapter shows the data elements to be gathered and verified by the QC investigation for each sampled case. Additional data in two different record formats will also be gathered for cases sampled. These records will be formatted and passed automatically by the computer. Specifications and definitions for this information are shown in Chapter VIII. The QC unit will not be directly involved in collecting and submitting the data in these records.

3. Listing of Data Elements and Descriptions This listing begins on the following page.

a. Part A - Control Information

(1) Social Security Number

Enter Social Security Number (actual, not transformed) of claimant as provided by computer selection program.

Field Size:   9   Digits

(2) State I.D. Code

Enter State identification code (Numeric FIPS Code). See appendix for listing of State FIPS Codes.

Field Size:   2   Digits

(3) Batch Number

Enter number provided as output from computer program that selects all sample cases - indicates calendar year and week (YYWW).

Field Size:   4   Digits

(4) Compensable Week Ending Date of Key Week (KW)

Enter year, month, and day (YYMMDD) of compensable week ending date of Key Week (e.g., March 6, 1985 coded as 850306). This date is provided as output from computer program that selects all sample cases.

Field Size:   6   Digits

(5) Local Office Number

Enter SESA local office or itinerant point number through which the Key Week claim was filed.

Field Size:   4   Digits

(6) Investigator Identification Code

Enter code of investigator or supervisor to whom the case was assigned. The QC supervisor assigns these codes.

ET HANDBOOK NO. 395 - DRAFT (5/8/85)

If more than one investigator worked on the case, enter code of investigator who determined whether claimant was correctly or incorrectly paid for Key Week.

Entry of this code will automatically enter current date in computer as assignment date.

Field Size:   2   Digits (entered)   8   Digits (displayed)

b. Part B - Claimant Information

(1) Primary Method by which Claimant QC Information Obtained:

Enter primary method by which the information contained on the claimant questionnaire was obtained.

- 1 = In-person interview
- 2 = Telephone interview
- 3 = Mail
- 9 = Not obtained

Field Size:   1   Digit

(2) U.S. Citizen

Enter applicable code after appropriate verifications.

- 1 = U.S. Citizen
- 2 = Legal Alien
- 3 = Illegal Alien
- 8 = INA

Field Size:   1   Digit

(3) Education

Enter highest level of academic education completed after appropriate verifications.

- 00 = never attended school
- 01 thru 12 (12 = high school graduate or GED)
- 14 = Some college (but no degree)
- 15 = Associate's degree
- 16 = BA or BS Degree
- 20 = Graduate Degree (Masters, MD, PhD, JD, etc.)
- 98 = INA

Field Size:   2   Digits

(4) Vocational or Technical School Training

Enter applicable code after appropriate verification.

- 1 = Never attended
- 2 = Attended, but not certified
- 3 = Attended and received certificate

Field Size:   1   Digit

(5) Currently in Training

Enter one applicable code from each column after appropriate verifications.

First Digit

- 1 = Not in Training
- 2 = State Approved Training
- 3 = Other Training
- 8 = INA

Second Digit

- 0 = not applicable
- 1 = technical/vocational
- 2 = JTPA
- 3 = academic
- 4 = other

Field Size:   2   Digits

(6) Occupation Code (Last job prior to most recent New/Additional Claim)

Enter major occupational group code for claimant's last job as determined by the investigator. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977)

Field Size:   3   Digits

(7) Occupation Code For Usual Job

Enter major occupational group code for claimant's usual occupation as determined by the investigation. (Use Dictionary of Occupational Titles - US DOL/ETA 4th Edition 1977)

Field Size: 3 Digits

(8) Normal Hourly Wage, Usual Job

Enter normal hourly wage for the claimant's primary occupation after appropriate verifications.

Express in dollars and cents per hour, e.g., \$5.00 per hour is coded as 00500.

To estimate dollars and cents per hour, if rate of pay is expressed in terms of dollars per week:

divide dollars per week by 40 (or normal weekly hours for State or industry).

If rate of pay is expressed in terms of dollars per year: .

compute dollars per week, then divide by 40 (or normal weekly hours for State or industry).

Enter 8 fill if information not available from any source.

Field Size: 5 Digits

(9) Occupation Code (Seeking Work)

Enter major occupation group code for type of work that claimant is seeking. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition, 1977)

Field Size: 3 Digits

(10) Lowest Acceptable Hourly Wage

Enter lowest hourly wage that the claimant will accept.

Express in dollars and cents per hour. Use computation in item B-8 for converting weekly, monthly or annual figures to hourly.

Enter 8 fill if information not available (INA).

Enter 9 fill if not applicable (NA - e.g., return to work).

Field Size:   5   Digits

(11) Date of Birth

Enter Date of Birth (YYMM).

Enter 8 fill, if date unknown.

Field Size:   4   Digits

(12) Sex

Enter appropriate code:

1 = Male

2 = Female

8 = INA (not available from any source)

Field Size:   1   Digit

(13) Ethnic Classification

Enter appropriate ethnic code.

1 = White, not Hispanic

2 = Black, not Hispanic

3 = Hispanic

4 = American Indian or Alaskan Native

5 = Asian or Pacific Islander

8 = INA (not available from any source)

Field Size:   1   Digit

(14) Household Status

Enter appropriate code.

- 1 = Live alone.
- 2 = Live with spouse, no dependents, and spouse employed.
- 3 = Live with spouse, no dependents, and spouse not employed.
- 4 = Live with spouse and dependents, and spouse employed.
- 5 = Live with spouse and dependents, and spouse not employed.
- 6 = Live with dependents, no spouse present.
- 7 = Live with relatives other than spouse or dependents.
- 8 = Live with one or more people not related to claimant.
- 9 = INA

Field Size: 1 Digit

(15) Number of Dependents

Enter total number of individuals dependent upon claimant.

Enter 8 fill if INA.

Field Size: 2 Digits

(16) Public Assistance Recipient

Enter all codes that applied at the time of the Key Week.

- 1 = Not a recipient
- 2 = Food Stamps
- 3 = AFDC (Aid to Families with Dependent Children)
- 4 = WIC (Women, Infants, and Children Nutrition)
- 5 = SSI (Federal Supplemental Security Income)
- 6 = General Assistance or Relief
- 7 = Other
- 8 = INA

Field Size: 6 Digits (variable entries)

(17) Household Income

Enter appropriate code for total gross dollar amount of household income in the 12 months prior to the effective date of the initial claim. When more than one source of income is indicated on the Questionnaire, total the midpoints of each grouping to determine which grouping to enter for this element.

ET HANDBOOK NO. 395 - DRAFT (5/8/85)

00 = None	
01 = \$ 1 to \$ 2,999	07 = \$15,000 to \$19,999
02 = \$ 3,000 to \$ 4,999	08 = \$20,000 to \$29,999
03 = \$ 5,000 to \$ 6,999	09 = \$30,000 to \$39,999
04 = \$ 7,000 to \$ 8,999	10 = \$40,000 to \$49,999
05 = \$ 9,000 to \$10,999	11 = \$50,000 or more
06 = \$11,000 to \$14,999	12 = INA

Field Size: 2 Digits

c. Part C - Benefit Year Information

(1) Program Code

Enter appropriate program code:

1 = UI  
2 = UI-UCFE  
3 = UI-UCX  
4 = UI-UCFE-UCX  
5 = UCFE  
6 = UCFE-UCX  
7 = UCX  
8 = Other

Field Size: 1 Digit

(2) Combined Wage Claim

Enter code which applied for the Key Week. Use code 2 even if out-of-state wages have been requested but not received or acted upon at the time that the Key Week payment was made.

1 = Yes  
2 = No

Field Size: 1 Digit

(3) Benefit Year Beginning

Enter effective date of most recent new claim, not reopened or additional (YYMMDD).

Field Size: 6 Digits

(4) New/Additional Claim Filing Method

Enter filing method for the most recent new or additional Claim.

- 1 = Mail Claim
- 2 = In-person Claim
- 3 = Telephone Claim
- 4 = Employer Filed
- 5 = Other

Field Size: 1 Digit

(5) Benefit Rights Given

Enter all codes that apply regarding method by which claimant was given Benefit Rights Interview.

- 0 = Not Given
- 1 = In-person (individual) Interview
- 2 = Group Interview
- 3 = Booklet/Pamphlet
- 4 = Slides/Movie
- 8 = INA

Field Size: 4 Digit (variable entries)

(6) Number of Eligibility Review Program Interviews (ERPs) Held, Current Benefit Year

Enter number of ERPs held (up to and including the KW) during the claimant's current benefit year.

Enter 8 if INA

Enter 9 if 9 or more were held.

Field Size: 1 Digit

(7) Last ERP Date

Enter date (YYMMDD) of claimant's most recent ERP up to and including Key Week.

Enter 8 fill if INA

Enter 9 fill if NA.

Field Size: 6 Digits

(8) Number of Prior Nonseparation Issues Determined

Enter number of prior nonseparation determinations made in current benefit year (up to the Key Week ending date). This includes both formal and informal determinations made during this period.

Field Size:   2   Digits

(9) Number of Prior Nonseparation Issues That Were Disqualifying

Enter number of prior disqualifying nonseparations in the current benefit year (up to the Key Week ending date).

Do not include denials reversed by appeals at the time of the KW.

Field Size:   2   Digits

d. Part D - Separation Information. NOTE: In this part, the last employer is the employer, as defined by State law, whose reason for separating the claimant could affect eligibility for Key Week benefits.

(1) Reason for Separation before Investigation

Enter the code from agency records that identifies the reason for the claimant's separation from last employer at time Key Week was claimed. Reason for separation should be from claimant's last employer prior to filing most recent new or additional claim.

- 10 = Lack of Work (e.g., RIF, Temporary Lay Off)
- 20 = Voluntary Quit
- 30 = Discharge
- 40 = Labor Dispute
- 50 = Other
- 60 = Not separated (e.g., leave of absence, partial).

The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit or Discharge could be identified.

Field Size:   2   Digits

(2) Date of Separation before Investigation

Enter date of separation (last day worked if d-1 is 60) from last employer at time Key Week was claimed (YYMMDD).

Field Size: 6 Digits

(3) Recall Status Before Investigation

Enter code which indicates claimant's recall status for the Key Week.

- 0 = No recall
- 1 = Definite recall (specific date)
- 2 = Indefinite recall
- 8 = INA
- 9 = NA (e.g. partial)

Field Size: 1 Digit

(4) Tax Rate for Last Employer

Enter last employer's UI tax rate at the time of filing for the most recent new/additional Claim.

Round to nearest tenth of a percent (XX.X - decimal assumed, i.e., 14.9% should be coded as 149).

Enter 8 fill if non-subject, status pending, or INA.

Enter 9 fill if employer reimburses fund.

Field Size: 3 Digits

(5) Industry Code (Last Employer)

Enter four digit industry code (SIC) for the claimant's last employer, prior to most recent new or additional claim.

Enter 8 fill if INA.

Field Size: 4 Digits

(2) Date of Separation before Investigation

Enter date of separation (last day worked if d-1 is 60) from last employer at time Key Week was claimed (YYMMDD).

Field Size: 6 Digits

(3) Recall Status Before Investigation

Enter code which indicates claimant's recall status for the Key Week.

- 0 = No recall
- 1 = Definite recall (specific date)
- 2 = Indefinite recall
- 8 = INA
- 9 = NA (e.g. partial)

Field Size: 1 Digit

(4) Tax Rate for Last Employer

Enter last employer's UI tax rate at the time of filing for the most recent new/additional Claim.

Round to nearest tenth of a percent (XX.X - decimal assumed, i.e., 14.9% should be coded as 149).

Enter .8 fill if non-subject, status pending, or INA.

Enter 9 fill if employer reimburses fund.

Field Size: 3 Digits

(5) Industry Code (Last Employer)

Enter four digit industry code (SIC) for the claimant's last employer, prior to most recent new or additional claim.

Enter 8 fill if INA.

Field Size: 4 Digits

(6) Reason for Separation After Investigation

Enter one of the following codes, based on results of QC investigation concerning reason for claimant's separation affecting the Key Week claim. Reason for separation should be from claimant's last employer prior to filing most recent new or additional claim.

- 10 = Lack of Work (e.g., RIF, TLO)
- 20 = Voluntary Quit
- 30 = Discharge
- 40 = Labor Dispute
- 50 = Other
- 60 = Not Separated (e.g. partial).

The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit could be identified.

Field Size:   2   Digits

(7) Recall Status After Investigation

Enter correct status if investigation showed different recall status as of Key Week. .

Enter same code used in d-(3) if no change required.

- 0 = No recall
- 1 = Definite recall (specific date)
- 2 = Indefinite recall
- 8 = INA
- 9 = NA (e.g. partial)

Field Size:   1   Digit

e. Part E - Monetary Eligibility

(1) Number of Base Period Employers Before Investigation

Enter number of subject base period employers before investigation regardless of the maximum used in State formula for calculating Weekly Benefit Amount (WBA) and Maximum Benefit Amount (MBA) for the monetary determination in effect as of the Key Week.

Include seasonal employers and school employers.

Field Size: 2 Digits

(2) Base Period Wages Before Investigation

Enter amount of all covered wages before investigation regardless of maximum used in State formula for calculating WBA and MBA for the monetary in effect as of the Key Week.

Include seasonal wages and school wages.

Express in whole dollars. (Round to nearest whole dollar.)

Field Size: 6 Digits

(3) Industry Code (Primary Base Period Employer)

Enter four digit industry code for claimant's primary base period employer from whom the most wages were earned.

Enter 8 fill, if INA.

Field Size: 4 Digits

(4) High Quarter Wages Before Investigation

Enter total whole dollar amount of claimant's high quarter base period wages (before investigation) used for the monetary determination on which original Key Week payment was based.

Include wages in excess of the maximum taxable wage.

Include seasonal wages and school wages, if applicable.

Complete this item if available in SESA file.

Enter zero fill, if INA.

Enter 9 fill, if greater than \$99999

Field Size: 5 Digits

(5) Number of Weeks Worked in Base Period Before Investigation

Enter number of weeks claimant worked in base period before investigation.

Complete this item if required by State law for eligibility.

Enter 9 fill, if weeks of work are not required.

Field Size: 2 Digits

(6) Weekly Benefit Amount (WBA) Before Investigation

Enter claimant's maximum WBA for the Key Week, based on monetary determination which applied at time original Key Week payment was made.

Express in whole dollars.

Include seasonal and school employment, if used.

Disregard dependents' allowances, pension deductions, or Key Week earnings (if any).

Do not use adjusted WBA's on monetary redeterminations made as a result of issues (i.e., a separation issue, or administrative penalty).

Field Size: 3 Digits

(7) Maximum Benefit Amount (MBA) Before Investigation

Enter maximum benefit amount, based on monetary determination which applied to Key Week at time original Key Week payment was made.

Express in whole dollars.

Include seasonal and school employment ,if used.

Disregard any EB or FSC benefit entitlement, dependents' allowances, or any pension deductions.

Do not use adjusted MBA's on monetary redeterminations made as a result of issues (i.e., a separation issue or administrative penalty).

Field Size: 4 Digits

(8) Monetary Redetermination Before Investigation

Enter appropriate code which indicates if SESA redetermined claimant's monetary eligibility prior to Key Week.

Do not consider to be redetermined if monetary was adjusted as a result of a nonmonetary issue.

1 = Yes

2 = No

Field Size: 1 Digit

(9) Remaining Balance (RB) as of KW Ending Date

Enter total whole dollar amount of benefits remaining immediately after Key Week was claimed regardless of date paid.

Enter zero fill, if balance is exhausted.

Field Size: 4 Digits

(10) Number of Base Period Employers After Investigation

Enter number of subject base period employers after investigation regardless of the maximum used in State formula for calculating Weekly Benefit Amount (WBA) and Maximum Benefit Amount (MBA).

Include seasonal employers and school employers.

Enter zero fill if QC establishes there were no base period employers as a result of the investigation.

If QC establishes that the number of base period employers identified before the investigation is correct, this item should equal item e-(1).

Field Size: 2 Digits

(11) Base Period Wages After Investigation

Enter amount of all covered wages (rounded to next highest whole dollar) reported by employers in e-(10), after investigation, regardless of maximum used in State formula for calculating WBA and MBA.

Include seasonal wages and school wages.

If QC establishes that the amount of base period wages identified before the investigation is the correct amount, this item should equal item e-(2).

Enter zero fill, if none.

Field Size: 6 Digits

(12) High Quarter Wages After Investigation

Enter total whole dollar amount of claimant's high quarter base period wages (after investigation) that should have been used for the monetary determination for the Key Week.

Include wages in excess of the maximum taxable wage.

Include seasonal wages and school wages.

If after QC investigation high quarter earnings did not change, this item should equal e-(4).

Enter zero fill, if none or NA (i.e., State law does not require for monetary determination).

Enter 9 fill, if greater than \$99999.

Field Size: 5 Digits

(13) Number of Weeks Worked in Base Period After Investigation

Enter number of weeks claimant worked in base period, after investigation.

If, after QC investigation, the number of weeks worked did not change, this item should equal e-(5).

Enter 9 fill, if weeks of work data are not required by State law for establishing eligibility.

Must be zero fill, if item e-(11) is zero.

Field Size: 2 Digits

(14) WBA After Investigation

Enter correct maximum WBA (expressed in whole dollars) based on the monetary determination which should have applied to the Key Week.

Include seasonal and school employment if usable.

Disregard dependents' allowance, pension deductions, or Key Week earnings (if any).

Do not use adjusted WBA's on monetary redeterminations made as a result of issues (i.e., a separation issue or administrative penalty).

If, after QC investigation, the WBA did not change, this item should equal e-(6).

Must be zero fill, if item e-(10) is zero.

Field Size:   3   Digits

(15) MBA After Investigation

Enter maximum benefit award based on the monetary determination which should have applied to Key Week at time original payment for Key Week was made.

Express in whole dollars.

Include seasonal and school employment, if usable.

Disregard any EB, FSC entitlement, dependents' allowances, or pension deduction.

Do not use adjusted MBA's on monetary redeterminations made as a result of issues (i.e., a separation issue or administrative penalty).

Must be zero fill, if item e-(10) is zero.

If after QC investigation the MBA did not change, this item should equal e-(7).

Field Size:   4   Digits

f. Part F - Benefit Payment History Information

(1) First Compensable Week Ending Date

Enter Week Ending Date (YYMMDD) of first week compensated in the benefit year as defined for the Claims and Payment Activities Report (ETA 5-159).

Field Size: 6 Digits

(2) Date of First Payment

Enter date payment was made for first week compensated as identified in f-(1). (YYMMDD)

Field Size: 6 Digits

(3) Key Week Filing Method

Enter filing method for Key Week claim.

- 1 = Mail Claim
- 2 = In-person Claim
- 3 = Employer filed (i.e., partial)

Field Size: 1 Digit

(4) Key Week Certification Procedure

Enter appropriate code.

- 1 = If Key Week filed in a weekly cycle
- 2 = If Key Week filed in bi-weekly cycle
- 3 = Other (greater than a bi-weekly cycle)

Field Size: 1 Digit

(5) Original Amount Paid and/or Offset for Key Week

Enter original whole dollar amount paid and/or offset for Key Week, e.g., \$98.00 coded as 098.

Field Size: 3 Digits

(6) Total Earnings for Key Week Before Investigation

Enter whole dollar amount of all earnings as defined by State law during KW regardless of effect on the amount paid.

Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 0 fill if none.

Field Size:   3   Digits

(7) Earnings Deduction for Key Week Before Investigation

Enter actual amount, in whole dollars, deducted from WBA because of earnings.

Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

This amount may be less than amount reported on the certification by claimant because of earnings disregarded by law in computation of amount deducted.

Enter 0 fill if no earnings deduction.

Field Size:   3   Digits

(8) Other Deductible Income for KW Before Investigation

Enter whole dollar amount of other deductible income as defined by State law.

Include pension received for the Key Week regardless of effect on the payment amount using the SESA's method to determine the weekly amount.

Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 0 fill if none.

Field Size:   3   Digits

(9) Other Deductions for Key Week Before Investigation

Enter actual amount, in whole dollars, deducted from WBA due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. before investigation of Key Week.

Enter 0 fill if income deduction is not applicable or was not reported by claimant.

Enter 8 fill if INA.

Field Size:   3   Digits

(10) Total Earnings for Key Week After Investigation

Enter whole dollar amount of all earnings (after investigation) as defined by State law during KW regardless of effect on the amount paid. Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 0 fill if none.

Field Size:   3   Digits

(11) Earnings Deduction for Key Week After Investigation

Enter whole dollar amount that should have been deducted from WBA because of earnings.

Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 0 fill if no deduction.

Field Size:   3   Digits

(9) Other Deductions for Key Week Before Investigation

Enter actual amount, in whole dollars, deducted from WBA due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. before investigation of Key Week.

Enter 0 fill if income deduction is not applicable or was not reported by claimant.

Enter 8 fill if INA.

Field Size: 3 Digits

(10) Total Earnings for Key Week After Investigation

Enter whole dollar amount of all earnings (after investigation) as defined by State law during KW regardless of effect on the amount paid. Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 0 fill if none.

Field Size: 3 Digits

(11) Earnings Deduction for Key Week After Investigation

Enter whole dollar amount that should have been deducted from WBA because of earnings.

Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 0 fill if no deduction.

Field Size: 3 Digits

(12) Other Deductible Income for Key Week After Investigation

Enter whole dollar amount of any deductible income for the Key Week (after investigation) as defined by State law.

Include pension received for the Key Week regardless of effect on the payment amount using the State's method to determine the weekly amount. Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 0 fill if none.

Field Size:   3   Digits

(13) Other Deductions for Key Week After Investigation

Enter whole dollar amount that should have been deducted from WBA for the Key Week due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc., before investigation of Key Week.

Enter 0 fill if income deduction is not applicable or was not reported by claimant.

Field Size:   3   Digits

g. Part G - Registration/Work Search Efforts

(1) Claimant Required to Actively Seek Work for KW

Enter the appropriate code which applies to the Key Week according to law and policy.

- 0 = NA (i.e., no work search policy).
- 1 = Required to seek work.
- 2 = An agency directive (written or verbal) temporarily suspended the claimant's normal work search for the Key Week.
- 3 = Union deferral (seeking work thru union)
- 4 = Job attached deferral  
(i.e., temporary lay-off, recall, partial)
- 5 = Other deferrals (disability, school, etc.)

Field Size: 1 Digit

(2) Job Service Registration Required for the KW

Enter the appropriate code which applies to the Key Week according to law and policy.

- 1 = Yes
- 2 = No. Only if there is written law/policy that provides for non-registration under certain circumstances (e.g., temporary lay-off, union membership), and such non-registration policy is applicable to claimant or the State does not require registration.

Field Size: 1 Digit

(3) Actively/Currently Registered with Job Service as of KW

Enter the appropriate code which applies to the Key Week.

- 1 = Yes. If claimant could have been referred to a job by Job Service during Key Week.
- 2 = No
- 8 = INA

Field Size: 1 Digit

(4) Reason JS Registration Deferred

Enter appropriate code.

- 0 = NA (claimant not deferred)
- 1 = Union member
- 2 = Job attached
- 3 = Partial
- 4 = Seasonal
- 5 = Approved training
- 6 = Other

Field Size:   1   Digit

(5) Number of Job Service Referrals

Enter number of times Job Service referred claimant for employment during current benefit year.

Enter 8 fill, if not registered or INA.

Enter 9 fill, if not required to register or NA.

Field Size:   2   Digits

(6) Registered with Private Employment Agency as of KW

Enter appropriate code.

- 1 = Registered with a Private Employment Agency.
- 2 = Not registered with a Private Employment Agency.
- 8 = INA

Field Size:   1   Digit

(7) Number of Private Employment Agency Referrals for KW

Enter number of times the claimant was referred for employment by a Private Employment Agency during Key Week.

Enter 8 fill, if INA.

Enter 9 fill, if claimant not registered with Private Employment Agency.

Field Size:   2   Digits

(8) Union Referral Status

Enter appropriate code which applies to the Key Week.

- 0 = Claimant NOT a member of a union
- 1 = Claimant is a member of a union with a hiring hall and was eligible to be referred by the union during Key Week.
- 2 = Claimant is a member of a union with a hiring hall but was not eligible for union referral.
- 3 = Member of a non-referral type union.
- 8 = INA

Field Size: 1 Digit

(9) Number of Union Referrals for the Key Week

Enter number of times the claimant indicated that the Union referred claimant for employment during the Key Week.

Any referrals indicated should be verified.

Enter 8 fill if INA. (Must be INA if g-(8) is code 8.)  
Enter 9 fill if NA. (Must be NA if g-(8) is code 0, 2, or 3.)

Field Size: 2 Digits

(10) Number of Job Contacts Listed for KW

Enter number of all Key Week job contacts indicated by claimant.

Enter zero fill, if no contacts were indicated.  
Enter 8 fill, if claimant does not know or INA.  
Enter 9 fill, if not required to seek work  
(cannot be 9 if g-(1) equals code 1).

Field Size 2

(11) Number of Job Contacts Made Prior to Key Week but  
Used to Satisfy State Work Search Requirements for KW

This element is to be used only by those States that do not require a claimant to seek work each week in order to maintain eligibility for benefits.

Enter number of work search contacts made outside Key Week that were used to establish that the claimant met the State's work search requirements.

Enter 0 fill, if no contacts were indicated.

Enter 8 fill, if claimant does not know or INA.

Enter 9 fill, if State cannot use contacts outside KW to satisfy work search requirements.

Field Size:   2   Digits

(12) Number of Work Search Contacts Investigated for KW

In conjunction with elements g-(10) and/or g-(11), enter total number of work search contacts investigated by QC unit, whether or not investigation resulted in such contacts being verified as acceptable, unacceptable, or being classified in that "grey" area in which it was not possible to obtain definite evidence as to whether or not a work-search contact was acceptable.

Do not include here any work-search contacts that were not investigated by QC unit.

Enter zero fill, if no job contacts were investigated and make items g-(13), g-(14), and g-(15) zero. The number entered here cannot exceed the sum of the numbers entered in items g-(10) and/or g-(11) and must equal the sum of items g-(13), g-(14), and g-(15).

Field Size:   2   Digits

(13) Number of KW Work Search Contacts Verified as Acceptable

Include only work search contacts for which documentation exists in QC file that such contacts were made by claimant in the Key Week and were acceptable contacts within State's written law/policy on active search for work.

This number must be less or equal to number of job contacts for the Key Week actually investigated by QC unit, as specified in item g-(12) above.

Must be zero fill, if item g-(12) is equal to zero.

Field Size:   2   Digits

(14) Number of KeyWeek Work Search Contacts Verified as Unacceptable

Include only job contacts for which written documentation exists in QC file that such contacts were not made at all by claimant and/or were made but are unacceptable work search contacts within the framework of State's written law/policy on active search for work.

This number must be less than or equal to number of job contacts actually investigated by QC, as specified in item g-(12) above.

Must be zero fill, if item g-(12) is equal to zero.

Field Size:   2   Digits

(15) Number of Work Search Contacts for KW that Could not be Verified as Either Acceptable or Unacceptable

Include here the work search contacts for which there was insufficient information to make a judgement of either acceptable or unacceptable, within the State's written law/policy on work search.

This number must be less than or equal to number of work search contacts investigated, as entered in item g-(12) above.

Must be zero fill, if item g-(12) equals zero.

Field Size:   2   Digits

h. Part H - Error Classification/Completion Information.  
Since it is possible to detect and determine more than one issue for a particular case which affects payments, provision has been made to enter data on a maximum of three issues. If more than three issues which affect payments are detected for a particular case, select the three issues with the largest dollar amounts and code each issue separately, i.e., repeat items h-(1) through h-(8) for each issue.

(1) Dollar Amount of Key Week Error

Enter total amount of error for the Key Week only as determined by QC investigation. Round to nearest whole dollar amount.

Field Size: 3 Digits

(2) Key Week Action

(a) Proper Payments. For cases that are determined to be proper, enter the appropriate code.

01 = Correct Payment/Offset.

02 = Overpayment established or WBA, Key Week dependents' allowance (KWDA) entitlement, MBA, or remaining balance (RB) decreased which was later "officially" reversed and QC agrees with "official" action.

03 = Supplemental check issued/offset applied, which was later "officially" reversed and QC agrees with "official" action.

If correct payment (01), all following items in Part H are zero filled. If correct payment due to "official" action (02 and 03), only the items for that issue in Part H are zero filled.

(b) Improper Payments. Valid codes for improper payments are listed on the following page:

1 Overpayments

- 10 = Fraud Overpayment/Voided Offset.
- 11 = Nonfraud Recoverable Overpayment/Voided Offset.
- 12 = Nonfraud Nonrecoverable Overpayment or Decrease in WBA, KWDA Entitlement, MBA, or RB.
- 13 = QC determines payment was too large, although payment "technically" proper due to finality rules.
- 14 = QC determines payment would have been too large except for formal warning rule that prohibits official action. Payment "technically" proper due to law/rules requiring formal warnings for unacceptable worksearch efforts.
- 15 = QC determines payment was too large, although payment "technically" proper due to rules other than finality or formal warning rule.
- 16 = Overpayment established or WBA, KWDA, entitlement, MBA, or RB decreased which was later "officially" reversed, revised, adjusted, or modified and QC disagrees with "official" action.

2 Underpayments

- 20 = Supplemental Check Issued/Offset Applied or Increase in WBA, KWDA entitlement, MBA, or RB.
- 21 = QC determines payment was too small, although payment "technically" proper due to finality rules.
- 22 = QC determines payment was too small, although payment "technically" proper due to rules other than finality.
- 23 = Supplemental check issued/offset applied which was later "officially" reversed, revised, adjusted, or modified, and QC disagrees with "official" action.

Field Size: 2 Digits

(3) Error Responsibility

Enter ALL the appropriate codes that apply. Do not repeat a given code even if more than one per category applied, e.g., more than one employer was responsible, or more than one of the "other" parties was responsible.

- 1 = Claimant
- 2 = Employer
- 3 = Agency
- 4 = Other (e.g., other SESA, Union, 3rd Party)

Field Size: 4 Digits (variable entry)

(4) Error Cause

For each payment error a code is assigned to indicate the cause (reason) for the error.

Enter appropriate code from below. The last digit of this code is reserved for SESA use to provide greater detail as to cause of error.

(a) In the Benefit Year, Unreported or Errors in Reporting/Recording Earnings or Days/Hours of Work Affecting the Key Week Due to:

- 100 = Unreported (concealed) earnings or days/hours of work.
- 110 = Earnings or days/hours of work incorrectly estimated/reported/recorded or deducted.
- 120 = Errors in reporting or unreported Severance Pay.
- 130 = Errors in reporting or unreported Vacation Pay.
- 140 = Errors in reporting or unreported Social Security or Pension Benefits.
- 150 = Other causes related to reporting or recording of earnings or days/hours of work for Key Week.

(5) QC Detection Point

For each payment error enter the code which indicates the point where the error was first detected by the QC investigation. The last digit of this code is reserved for SESA use in providing greater detail.

- 10 = Verification of work search contact
- 20 = Verification of wages and/or separation
- 30 = Claimant Interview
- 40 = Verification of eligibility with 3rd Parties
- 50 = UI Records
- 60 = Job Service/Employment Service Records
- 70 = Verification with Union

Field Size:   2   Digits

(6) Prior Agency Action

For each payment error a code is assigned which indicates any action(s) taken by the SESA on the Key Week issue.

Enter appropriate code from below. The last digit is reserved for SESA use to provide greater detail regarding prior action.

- 10 = Official procedures had been followed and forms had been fully completed but KW issue was not detected by normal procedures.
- 20 = SESA was in the process of resolving or had resolved KW issue during the course of the QC investigation and took correct action before QC investigation completed.
- 30 = SESA identified KW issue prior to KW selection but took incorrect action.
- 40 = SESA had sufficient documentation to identify that there was a KW issue but did not resolve the issue.
- 50 = Official procedures/forms had not been properly followed/completed so SESA was unable to detect KW issue.

Field Size:   2   Digits

(5) QC Detection Point

For each payment error enter the code which indicates the point where the error was first detected by the QC investigation. The last digit of this code is reserved for SESA use in providing greater detail.

- 10 = Verification of work search contact
- 20 = Verification of wages and/or separation
- 30 = Claimant Interview
- 40 = Verification of eligibility with 3rd Parties
- 50 = UI Records
- 60 = Job Service/Employment Service Records
- 70 = Verification with Union

Field Size: 2 Digits

(6) Prior Agency Action

For each payment error a code is assigned which indicates any action(s) taken by the SESA on the Key Week issue.

Enter appropriate code from below. The last digit is reserved for SESA use to provide greater detail regarding prior action.

- 10 = Official procedures had been followed and forms had been fully completed but KW issue was not detected by normal procedures.
- 20 = SESA was in the process of resolving or had resolved KW issue during the course of the QC investigation and took correct action before QC investigation completed.
- 30 = SESA identified KW issue prior to KW selection but took incorrect action.
- 40 = SESA had sufficient documentation to identify that there was a KW issue but did not resolve the issue.
- 50 = Official procedures/forms had not been properly followed/completed so SESA was unable to detect KW issue.

Field Size: 2 Digits

(7) Prior Employer Action

For each payment error a code is assigned to indicate action(s) taken by the employer effecting the KW issue

Enter appropriate code from below. The last digit is reserved for State use to provide greater detail regarding employer actions.

- 10 = Employer provided adequate information to SESA in a timely manner for determination.
- 20 = Employer provided adequate information after due date for determination.
- 30 = Employer provided inadequate information in a timely manner for determination.
- 40 = Employer provided inadequate information after due date for determination.
- 50 = Employer did not respond to request for information.
- 60 = Employer, as an interested party, was not requested by agency to provide information for determination.
- 70 = Not an employer related issue.

Field Size: 2 Digits

(8) QC Action Regarding Key Week Appealed

For each payment error enter appropriate code from below:

- 1 = No appeal filed against payment error.
- 2 = Claimant appealed QC determination, and employer was an interested party.
- 3 = Claimant appealed QC determination, and employer was not an interested party.
- 4 = Employer appealed QC determination, and claimant was an interested party.
- 5 = Both claimant and employer appealed QC determination.
- 6 = SESA appealed QC determination.

Field Size: 1 Digit

(9) Total Whole \$ Amount of Overpayments (include KW):

Enter whole dollar amount of all overpayments, voided offsets, or adjustments (to either the WBA or MBA), including Key Week, officially established as a result of QC investigation.

Include in this figure only overpayments, etc., officially established for weeks actually claimed.

Include EB and FSC programs if applicable.

Do not adjust (i.e., net) amount due to the establishment of underpayments.

Exclude any prospective savings relating to weeks not claimed and any penalty or interest amount.

Disregard any later changes due to appeals.

Note: This item applies only to claimant selected by QC.

Field Size: 5 Digits

(10) Total Whole \$ Amount of Underpayments (include KW)

Enter whole dollar amount of all underpayments, offsets applied, or adjustment (to either WBA or MBA), including Key Week, established as a result of QC investigation.

Include in this figure only underpayments, etc., established for weeks actually claimed.

Include EB and FSC programs, if applicable.

Do not adjust (i.e., net) amount due to establishment of overpayments.

Exclude any prospective errors relating to weeks not claimed.

Disregard any later changes due to appeals.

Note: This item applies only to claimant selected by QC.

Field Size: 5 Digits

(11) Investigation Completed

Enter code of "Y" when case investigation has been completed, i.e., after the investigator has finished all field work, reports, determinations, and coding.

Entry of this character will only be allowed if all previous data elements have been coded.

Entering "Y" will automatically enter the current date in the computer record.

Field Size: 1 Digit(entered) 6 Digits  
(displayed)

(12) Supervisory Approval Completed

Enter code of "1" when supervisor has reviewed and approved completed case.

Enter code of "2" when supervisor releases case without a detailed review.

Entry of this character will only be allowed if item h-(11) above has been coded "Y".

Entering "1 or 2" will automatically enter the current date in the computer record.

Field Size: 1 Digit(entered) 6 Digits  
(displayed)

(13) Federal Monitor Case Review Completed

Enter code of "Y" when Federal monitor has reviewed and approved completed case.

Entry of this character will only be allowed if items h-(11) and h-(12) above have been coded "Y".

Entering "Y" will automatically enter the current date in the computer record.

Field Size: 1 Digit (entered) 6 Digits  
(displayed)

i. Part I - Dependents' Allowance Information

(1) Number of Dependents Claimed Before Investigation

Enter the number of dependents claimed.

Enter 0s if none.

Enter 9s if not applicable.

Field Size: 2 Digits

(2) Dependents' Allowance Before Investigation

Enter the whole dollar amount of dependents' allowance before investigation, if any, that was paid to the claimant for the Key Week.

If the allowance is not applicable for this claimant, enter zeros.

Field Size: 3 Digits

(3) Number of Dependents Claimed After Investigation

Enter the correct number of dependents that should be claimed.

Enter zeros if none.

Enter 9's if not applicable.

Field Size: 2 Digits

(4) Dependents' Allowance After Investigation

Enter the correct whole dollar amount of dependents' allowance that should have been paid to the claimant during the Key Week.

If the allowance is not applicable for this claimant, enter zeros.

Field Size: 3 Digits